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Disabled Persons Housing Service (Fife) Limited

(A company limited by guarantee)

Scottish Charity No: SC032589
Company No: SC226571

Annual Report & Financial Statements

For the Year Ended 31 March 2012

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Disabled Persons Housing Service (Fife) Ltd.

Scottish Charity No: SC032589

Annual Report & Statement of Account
For the year ended 31 March 2012

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Trustees' Annual Report

For the year ended 31 March 2012

The trustees (who are also the directors of the company for the purposes of company law) present their report together with the financial statements and the independent examiner's report for the year ended 31 March 2012

Reference & Administrative Information

Charity and Company Name: Disabled Person Housing Service (Fife) Limited

Charity Number: SC032589

Company Number: SC226571

**Registered Office &
Principal Address:** The Roundhouse
Priory Campus
Victoria Road
Kirkcaldy
Fife
KY1 2QT

Trustees:	John Sandie	Chairman	
	Gary Guichan	Vice Chairman	(resigned July 2011)
	Philip Revie	Company Secretary	
	Alex Haddow	Treasurer	
	Yvonne Brannan	Vice Treasurer	(resigned June 2011)
	Harry Ferrier		
	Alan Smith		
	Rosalind Eals		

Coordinator: Jackie Morrison

Company Secretary: Philip Revie

Independent Examiner: Chris Smith BSc (Hons) ACIE

Bankers: Santander

Trustees' Annual Report

For the year ended 31 March 2012

Structure, Governance & Management

Disabled Persons Housing Service (Fife) is a company limited by guarantee incorporated in December 2001 and governed by its memorandum and articles of association.

Trustees are appointed at the AGM or from time to time by the Board to fill gaps in skills and knowledge. New trustees receive an induction pack and training is available as required, for example through CVS Fife.

The affairs of the charity are managed by a Board of Trustees who meet monthly. A series of sub groups of Trustees tackle the following specific areas of work; Finance and planning; personnel; customer care and policy and standards.

While the trustees have overall responsibility and control of the charity's activities, the charity is run on a day to day basis by the coordinator, Jackie Morrison.

Disabled Persons Housing Service (Fife) is a member of the Scottish Accessible Housing Network, along with other Disabled Persons Housing Services in Scotland.

The trustees actively review the major risks which the charity faces and believe that maintaining reserves at current levels, combined with regular reviews of controls over key financial systems, will provide sufficient resources in the advent of adverse conditions. The trustees also regularly examine other operational risks faced by the charity and have established systems to mitigate significant risks.

Objectives & Activities

The charity's object and activity is to provide independent housing information and advice for disabled people from across Fife so they can access the information, advice and assistance they require to enable them to live more independently and direct the course of their own lives.

Achievements & Performance

Charitable activities

In summary, for the year 2011/12 there was emphasis on continuing to deliver service, improving policies and procedures to continue the standard expected from the National Standards in Provision of Housing Information & Advice.

There was also emphasis on extending capacity by investigating administrative support opportunities which has led to employability work through government work programmes, to support the capacity and community delivery at DPHS(F).

Work with the private sector expanded into its second year and has led to good results as detailed in the Annual Report.

Trustees' Annual Report

For the year ended 31 March 2012

Project work, customer figures and results are detailed in other parts of the annual report along with a report on project work expected in the year to come. Quarterly and annual monitoring meetings with our main core funder (Fife Council) express that Disabled Persons Housing Service (Fife) has fulfilled all targets set for the year.

Disabled Persons Housing Service (Fife) was audited and accredited to Scottish Government Scottish National standards in provision of Housing Information and Advice, Level 1 Housing Options at April 2010 and will be due for re-accreditation in April 2014, for which monies are held.

Fundraising activities and income use

Recommendations made on staffing levels and secondments to enable savings to tackle the deficit in main core funding started in 2010. If further income streams are not identified, these savings will assist maintenance of service for the period of the private sector project which started in 2010 for a period of up to three years.

Support from government projects for administrative project work has enabled core staff to concentrate on the core business of information and advice (Future Jobs Fund and Community Jobs Scotland)

Support from government projects for an IT Intern (Third Sector Internship Scotland) has enabled the service not only to be more streamlined in its IT approach, increase opportunity for online activity/queries, but has also produced a report to assist with a future funding bid for digital support in housing information and advice.

Additional funding possibilities beyond grant funders linked to the private sector will be explored, including partnership bids and commercial work, with potential for a separate social enterprise arm being investigated as part of ongoing business development.

Financial Review

A fall in income to £102,944 (2011- £113,615) along with a fall in expenditure to £95,865 (2011 - £99,518) resulted in an overall surplus of £7,079. The surplus was added to the funds brought forward from 2011 and at the 31 March 2012 totals funds held were £43,771. Of the total funds held £5,834 were in the restricted fund and will be sent in the coming year, and £37,937 was held in the unrestricted fund.

Reserves policy

The free reserves available to the trustees are the unrestricted funds less the value of tangible assets and at the 31 March 2012 were £36,801. Within the free reserves a designated fund of £4,900 is held for Home Point training and accreditation and training and development. £31,901 is held to cover ongoing running costs as a contingency reserve which, at current expenditure levels, equates to just 4 months running costs. See note 12.

Trustees' Annual Report

For the year ended 31 March 2012

Future Plans

The Disabled Persons Housing Service (Fife) works closely with one of its main funders, Fife Council Housing Service to identify future project work. Work has increased from 2011 and will continue up to 2013 with Disabled Persons Housing Service (Fife) assisting with private sector work to give disabled people in housing need more options with particular regard to adaptation in the private sector.

Disabled Persons Housing Service (Fife) takes its commitment to service seriously and is to further explore private sector work during 2012 alongside social enterprise opportunities. This is in response, not only to the current economic climate related to third sector funding, but also in response to plans to diversify funding streams in order to continue to provide our independent service.

Crucially, DPHS(F) is investigating different ways of delivering the service by using community drop ins, telephone helpline and digital (web based) project work and these are being researched as funding opportunities from 2013 onwards.

A successful new fund is agreed to start during 2012/13 for community based work (Housing Mentors Project 55+) via Community Interventions Fund, part of Change Fund – government monies via NHS/Social Work, and is contributing to Reshaping Care for Older People agenda. As such, DPHS(F) continue to explore ways of supporting the public to plan ahead for their future housing need which is an addition of proactive work.

Statement of Trustees' Responsibilities

Company law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently,
- make judgments and estimates that are reasonable and prudent, and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial accounts comply with the Companies Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disabled Persons Housing Service (Fife) Ltd.

Scottish Charity No: SC032589

Trustees' Annual Report

For the year ended 31 March 2012

This report has been prepared in accordance with the provisions for small companies under part 15 of the Companies Act 2006, was approved by the trustees on 17 July 2012 and signed on their behalf by:



Philip Revie - Trustee

Disabled Persons Housing Service (Fife) Ltd.

**Independent Examiner's Report
For the year ended 31 March 2012**

I report on the financial statements of Disabled Persons Housing Service (Fife) for the financial period 1 April 2011 to 31 March 2012 which are set out on pages 9 to 15

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 ("the 2006 Regulations"). The trustees consider that an audit under Regulation (10)(1)(a)-(c) of the 2006 Regulations is not required and that the accounts can be subject to an Independent Examination.

It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:-

1. Which gives me reasonable cause to believe that in any material respect, the requirements:

- to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations; and
- to prepare accounts which accord with the accounting records and comply with the Regulation 8 of the 2006 Regulations

have not been met, or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Chris Smith BSc (Hons) ACIE
Glascairn Cottage
Aytounhill
Cupar
KY14 6JH**

Signed:



Date:

17/7/12

Statement of Financial Activities
(Incorporating Income & Expenditure Account)
Year ended 31 March 2012

	Note	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
<u>Incoming Resources</u>					
From generated funds					
Voluntary income	5	62,834	29,072	91,906	95,634
Investment income		17	-	17	16
From charitable activities	6	885	10,136	11,021	17,965
Total Incoming Resources		63,736	39,208	102,944	113,615
<u>Resources Expended</u>					
Cost of charitable activities	7	51,047	44,097	95,144	96,895
Governance costs	8	721	-	721	2,623
Total Resources Expended		51,768	44,097	95,865	99,518
Net Incoming / (outgoing) Resources before transfers		11,968	(4,889)	7,079	14,097
Transfers	4	2,271	(2,271)	-	-
Net Incoming / (outgoing) Resources after transfers		14,239	(7,160)	7,079	14,097
<u>Reconciliation of Funds</u>					
Funds brought forward at start of the year		23,698	12,994	36,692	22,595
Net income for the year		14,239	(7,160)	7,079	14,097
Funds carried forward at end of the year		37,937	5,834	43,771	36,692

The statement of financial activities includes all gains and losses recognised in the period. All incoming resources and resources expended derive from continuing activities. The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. The notes on pages 11 to 15 form an integral part of these accounts.

Balance Sheet

At 31 March 2012

	Note	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
Fixed Assets					
Tangible assets	10	1,136	-	1,136	1,227
Current Assets					
Debtors		-	343	343	-
Prepayments & accrued income		-	-	-	3,408
Cash at bank and in hand		41,359	5,491	46,850	36,699
Total current assets		41,359	5,834	47,193	40,107
Current Liabilities					
Creditors and Accruals	11	4,558	-	4,558	4,642
Net Current Assets		36,801	5,834	42,635	35,465
Total Assets		37,937	5,834	43,771	36,692
Funds of the Charity					
Unrestricted income funds				37,937	23,698
Restricted income funds				5,834	12,994
Total Funds				43,771	36,692

The directors confirm that for the financial period ended 31 March 2012:-

- the company was entitled to exemption under section 477 of the Companies Act 2006, and
- no members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the 2006 Companies Act with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime of the 2006 Companies Act.

The notes on pages 11 to 15 form an integral part of these accounts.

Approved by the trustees on 17 July 2012 and signed on their behalf by:


 Alex Haddow - Treasurer

Notes to the Financial Statements

For the year ended 31 March 2012

1 Basis of Preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with:-

- (a) Accounting & Reporting by Charities – Statement of Recommended Practice (SORP 2005),
- (b) Financial Reporting Standard for Smaller Entities (FRSSE) (Effective January 2007),
- © The Company's Act 2006
- (d) The Charities & Trustee Investment Act (Scotland) Act 2005, and
- (e) The Charities Accounts (Scotland) Regulations 2006

The previous year's figures have been restated with respect to the following:

1. The previous year's unrestricted fund balance at the 31 March 2011 contains the Private Sector Project fund balance which should be accounted as a restricted fund. The restricted and unrestricted fund balances at 31 March 2011 have therefore been restated to move the Private Sector Project fund balance of £9,870 from the unrestricted fund to the restricted fund.
2. Resources expended in 2011 have been restated to be comparable with the 2012 figures

2 Accounting Policies

2.1 Form of Financial Statements

The Charity maintains two funds for accounting purposes:-

- (a) A general unrestricted income fund for the day-to-day running of the charity, and
- (b) A restricted income fund that consists of monies received from sponsors which relate to a specific project and are donated to fund a particular purpose.

2.2 Incoming Resources

(a) Incoming Resources are recognised and included in the Statement of Financial Activities (SOFA) when the Charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability.

(b) Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SOFA.

© Grants received in advance and which specifically relate to a future accounting period are treated as deferred income.

Notes to the Financial Statements

For the year ended 31 March 2012

2.3 Expenditure & Liabilities

(a) Expenditure is accounted for on an accruals basis.

(b) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

© Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters

2.4 Assets

Tangible fixed assets are capitalised if they have a value greater than £200 and can be used for more than one year. They are valued at cost or, if gifted, at their value on receipt.

2.5 Depreciation

Depreciation is calculated to write off the cost of tangible assets over their useful economic life as follows;

Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 33% on cost

2.6 Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

3 Trustee Remuneration & Expenses

3.1 Trustee Remuneration

There were no trustees' remuneration or other benefits for the year to 31 March 2012 (2011 – nil)

3.2 Expenses

Travel expenses totaling £221 were paid to one trustee (2011 - £226 to one trustee)

Notes to the Financial Statements

For the year ended 31 March 2012

4. Movement in Restricted Funds

During the year the charity maintained the following restricted income funds:

Movement in Restricted Funds

Restricted funds	Opening balance	Income	Expenditure	Transfers	Closing balance
	£	£	£	£	£
Fife Council – Future Jobs Fund	2,274	3,300	5,574	-	-
Fife Council – Special Fund	850	-	850	-	-
Private Sector Project	9,870	29,072	32,330	(2,271)	4,341
Community Jobs Scotland	-	5,992	4,499	-	1,493
Third Sector Internship	-	844	844	-	-
Total	12,994	39,208	44,097	(2,271)	5,834

The transfer of £2,271 out of the Private Sector Project represents expenditure incurred in 2011 that was not apportioned to the Private Sector Project fund during that year.

5. Voluntary Income

	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
	£	£	£	£
Donations	1,000	-	1,000	1,081
Fife Council Housing	45,674	-	45,674	45,674
Fife Council Social Work	16,160	-	16,160	16,160
Fife Council Private Sector Project	-	29,072	29,072	31,869
Fife Council Special Projects	-	-	-	850
Total	62,834	29,072	91,906	95,634

6. Income from charitable activities

	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
	£	£	£	£
Community Jobs scheme	-	5,992	5,992	-
Future Jobs fund	-	3,300	3,300	17,965
Third Sector Internship	-	844	844	-
Digital switch over	477	-	477	-
Rosie Ritchie Award	200	-	200	-
SAHN	208	-	208	-
Total	885	10,136	11,021	17,965

Notes to the accounts

Year ended 31 March 2012

7. Cost of charitable activities	Note	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
		£	£	£	£
Staff costs	9	38,645	39,862	78,507	83,630
Rent		4,250	1,750	6,000	6,000
Postage, printing & stationery		1,735	579	2,314	2,490
Insurance		1,134	-	1,134	426
Staff travel		835	119	954	1,671
Volunteer expenses		585	-	585	-
Legal and professional charges		496	-	496	150
Publicity material		177	850	1,027	-
Training		208	799	1,007	1,350
Telephone		169	138	307	296
Depreciation		691	-	691	502
IT costs		300	-	300	-
Digital switchover		246	-	246	-
Other		1,576	-	1,576	720
Repairs		-	-	-	50
Total		51,047	44,097	95,144	97,285

8. Governance costs	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
	£	£	£	£
Accountancy	500	-	500	2,233
Committee travel	221	-	221	-
Total	721	-	721	2,233

9. Staff Costs	2012	2011
	£	£
Salary	71,098	75,708
ENI	5,857	6,388
Pension	1,552	1,534
Total	78,507	83,630

Average number of employees for year was 4 (2011 – 4)

There were no employees whose salary and other benefits exceeded £60,000

Notes to the accounts
Year ended 31 March 2012

10. Tangible Assets

	Fixtures & fittings	Computer equipment	Total
	£	£	£
Cost			
At 1 April 2011	737	3,641	4,378
Additions	-	599	599
At 31 March 2012	737	4,240	4,977
Depreciation			
At 1 April 2011	411	2,739	3,150
Charge for the year	49	642	691
At 31 March 2012	460	3,381	3,841
Net Book Value			
At 31 March 2012	277	858	1,136
At 31 March 2011	325	902	1,227

11. Creditors

	2012	2011
Accrual of Independent Examiners fee	500	889
Accrual of unpaid salaries	3,676	1,604
Other creditors	382	2,149
Total	4,558	4,642

12. Free Reserves

	2012	2011
Free reserves (unrestricted fund less value of tangible assets)	36,801	23,698

Consisting of:

Contingency & running costs	31,901	18,798
Home Point accreditation & training	4,900	4,900
Total	36,801	23,698